



DEFENSE INFORMATION SYSTEMS AGENCY

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MEMORANDUM FOR DISTRIBUTION

APR 04 2018

SUBJECT: Fiscal Year (FY) 2018 Contract Requirements Schedule

Making the most effective use of scarce resources requires giving special scrutiny to appropriations that will expire for purposes of making new obligations. Preliminary planning is essential to maximize our buying power, as we shift available resources to fund the Department's highest priorities. To achieve the best possible use of available resources, the Resource Management Center (RMC) in coordination with Center Directors will monitor, track, and close all financial transactions.

As in previous fiscal year-end processes, the deadlines to submit complete requirements packages (see attachment) will be strictly enforced. Therefore, the Centers must take this into account in building and executing their Annual Program Plans.

This memorandum, with attachment, provides guidance and notification of the significant events and cut-off dates for submitting requirements for FY18-sensitive contracting actions. Advance planning is essential for all acquisitions, regardless of dollar value. Planning and development of procurable requirements packages achieves the optimum use of available funds, accurate and complete financial accounting and reporting, and timely year-end execution and closeout.

I am confident that through proper planning and team work we will again have an orderly and successful year-end. The Procurement Services Directorate (PSD) and RMC are prepared to support your mission needs. Please reach out to personnel across these offices for assistance. The points of contact for this memorandum are Mr. Doug Packard, Procurement Services Executive (PSE), at (301) 225-4120 or douglas.w.packard.civ@mail.mil, and Mr. Chris Barnhurst, Acting Chief Financial Officer/Comptroller at (301) 225-4174 or christopher.m.barnhurst.civ@mail.mil.


ANTHONY S. MONTEMARANO
Senior Procurement Executive

1 Attachment:
FY18 EOY PSD Cut-Off Instructions and Dates

DISA Memo, EDD, Fiscal Year (FY) 2018 Contract Requirements Schedule

Distribution:

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Commander, Joint Force Headquarters-Department of Defense Information Networks (JFHQ-DODIN)
Commander, White House Communications Agency (WHCA)

Attachment 1 – Procurement Services Directorate (PSD)
End of Fiscal Year Cut-Off Instructions and Dates

For planning purposes, PSD has established the attached cut-off dates for contracting actions involving expiring appropriations and/or actions that must be awarded at the end of Fiscal Year 2018, or not later than October 12, 2018. The dates identified represent the latest dates for which PSD automatically assigns a low risk to award the action by the required deadline. To be considered timely, PSD must receive a complete and final requirements package, inclusive of funding, in accordance with the instructions on the Defense Information Technology Contracting Organization's (DITCO) Information Technology and Telecommunications Acquisition Package Submission and Ordering Guide website (https://www.ditco.disa.mil/contracts/IT_instruct.asp) by the dates shown.

PSD/DITCO recognizes there may be a limited number of mission critical requirements that cannot be submitted by the established cut-off dates. For these rare instances, DITCO may accept the requirement subject to a review and approval process. DITCO will make every effort to award these late requirements in a timely manner, but the mission partner should understand that late submission of requirements adds significant risks associated with timely year-end execution and closeouts; therefore, DITCO cannot give assurances beyond "best efforts".

Actions submitted after the cut-off dates must be submitted in accordance with the guidance at the aforementioned DITCO website and shall include the following:

1. Complete and actionable requirements package (incomplete packages may be returned without action).

2. Form titled "Request for PSD Acceptance of Package after PSD Published Cut-Off Dates" (Enclosure 1). A separate and distinct form must be completed by the mission partner and signed for each contract action. The signature authority delineated below is non-delegable. Common Access Card/electronic signature is encouraged to expedite processing.

- a. DISA Appropriated Funded Requirements: Senior Executive Service (SES)*
(*For Directorates without a SES position, i.e., DISA Inspector General and the White House Communications Agency, the O-6 Director is the authorized signature authority. Individuals formally designated in an Acting Director position due to a SES vacancy are also considered authorized signature authority.)

- b. All other DISA or Non-DISA funded requirements: O-6/GS-15 Directorate/Division Chief or Higher.

Upon receipt of a complete and final requirements package accompanied by a late request form, an expedited review of the requirements package will occur and PSD will process the package for an approval/disapproval decision from the Senior Procurement Executive (SPE) for General Fund requirements, and the Chief of the Contracting Office for all other requirements. For General Fund requirements determined by PSD to be "Low" or "Medium" risk to be executed by the end of the fiscal year or prior to October 12, 2018, the SPE has delegated approval authority to the Procurement Services Executive (PSE) or Vice PSE. A consolidated report of all late requirements will be provided weekly to the Director, the SPE, and Center Directors.

For approved packages, PSD/DITCO will notify the mission partner and process the package accordingly. Disapproved packages will be returned to the mission partner without further action. Should the mission partner choose to modify the requirement to allow normal processing in the next fiscal year, the package must be resubmitted (no late form required) with a revised need date.

Administrative unilateral modifications not otherwise identified in the attached chart of cut-off dates do not require late forms; contact the Contracting Officer directly for information regarding these types of modifications.

RMC requires all remaining appropriated FY18 and FY19 Subject to Availability of Funds requirements to be submitted via KnowledgeTree no later than August 22, 2018. All appropriated packages submitted after this date are subject to the late request form process.

PSD FY 2018 CUT-OFF DATES

****Dates for select specific contracts listed below take precedence (e.g., the dates listed below for the Global Information Grid (GIG) Services Management – Operations (GSM-O) actions take precedence over the date identified for Orders for Services against Single Award ID/IQ contracts and BPAs)***

| TYPE OF ACTION | DATE |
|---|---|
| FAR Part 15 Contracts or Open Market requirements – Services | Contact Chief of the Contracting Office as dates vary |
| Competitive Orders for Services against Multiple Award Indefinite Delivery/Indefinite Quantity (ID/IQ) Contracts, Blanket Purchase Agreements (BPAs) and General Services Administration (GSA) Schedules – Cost Reimbursable | 5 June |
| Competitive Orders for Services against Multiple Award ID/IQ Contracts, BPAs, and GSA Schedules – Firm Fixed Price | 19 June |
| Open market requirements over \$150K – Products | 10 July |
| Sole/Limited Source Orders for Products against Multiple Award ID/IQ Contracts, BPAs, GSA Schedules – \$150K or greater | 10 July |
| Orders for New Telecommunications Services against Multiple Award ID/IQ contracts, BPAs and IQO TSR/TSO Funded Requirements submitted through DITCO Europe – \$6.5M or greater | 11 July |
| *Global Information Grid (GIG) Services Management – Operations (GSM-O) Orders | 17 July |
| Competitive Orders for Products against Multiple Award ID/IQ Contracts, BPAs, GSA Schedules – \$150K or greater | 24 July |
| Sole Source Orders for Services against Multiple Award ID/IQ Contracts, BPAs and GSA Schedules | 24 July |
| Direct 8(a) awards – Services | 24 July |
| Modifications which require the contractor submit a proposal to add new work to an existing contract/order or otherwise negotiate a business arrangement requiring a bi-lateral modification (including de-obligations) | 7 August |
| Orders for Services against Single Award ID/IQ contracts and BPAs | 7 August |
| Open market requirements under \$150K – Products | 10 August |
| Orders for Products against Single Award ID/IQ contracts and BPAs | 10 August |
| *Department of Defense (DoD) Enterprise Software Initiative (ESI) BPA Orders (various BPA #s) | 10 August |
| Direct 8(a) awards – Products | 10 August |

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| Current contract and/or task or delivery order options: To exercise options for contracts and orders that expire on or before September 30th of the current fiscal year or prior to 12 October of the next fiscal year (Note: Contact cognizant Contracting Officer for required date should your contract require more than 30 day notice of intent to exercise option and the current period ends prior to 30 Sep). | 14 August | |
| Orders for Products against Multiple Award ID/IQ Contracts, BPAs, GSA schedules – Under \$150K | 14 August | |
| Orders for New Telecommunications Services against IQO TSR/TSO Funded Requirements submitted through DITCO Scott | 20 August | |
| | DISA APPROPRIATED FUNDED REQUIREMENTS | ALL OTHER DISA AND NON-DISA FUNDED REQUIREMENTS |
| *Defense Spectrum Organization – Mobile Service Provider (MSP) Orders | 31 August | 31 August |
| *National Aeronautics and Space Administration's (NASA) Solutions for Enterprise Wide Procurement (SEWP) Orders (Note: Brand Name or Sole Source Orders requiring a Justification & Approval (J&A) other than the DoDIN Class J&A follow the cut-off for "Products against Multiple Award ID/IQ Contracts, BPAs, GSA Schedules") | 31 August | 4 September |
| *Orders/modifications against Joint Enterprise Licensing Agreements (JELAs) – Microsoft/HC1028-17-A-0002, Adobe/HC1028-16-A-0008, Cisco SMARTnet/HC1028-14-D-0003 | 31 August | 13 September |
| *DISA Laptop/Desktop BPA | 31 August | 20 September |
| Micro Purchases – Services and Products under \$3,500 (threshold as of December 2017; NDAA threshold of \$5,000 must be implemented by DoD before it is applicable) | 31 August | 20 September |
| *Orders for pre-priced Telecommunications Services against Single Award ID/IQ contracts and BPAs (TSR/TSO Funded Requirements submitted through DITCO-Scott and DITCO-PAC) | N/A | 21 September |
| Funding Modifications that do not require the contractor submit a proposal to an existing contract/order or otherwise negotiate a business arrangement requiring a bi-lateral modification (e.g., incremental funding modifications) | 31 August | 28 September |

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|--|---|
| This block is to be completed by DITCO DITCO Control Number: PL -FY18- Note: PLX (DITCO Office Symbol); FY18-XX (Sequential Number) | PSD Published Cut-Off Date: (See End of Year Cutoff Memo at https://www.ditco.disa.mil/contracts/IT_instruct.asp) |
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**MISSION PARTNER (MP) REQUEST FOR PROCUREMENT SERVICES DIRECTORATE (PSD)
ACCEPTANCE OF REQUIREMENT AFTER PUBLISHED CUT-OFF DATES**

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|---|---|--|---------------|
| MP Agency: | | Organization-DISA ONLY: | |
| Funding Document Number: | Estimated \$ Value: | Contractor Performance: FY18 <input type="checkbox"/> FY19 <input type="checkbox"/> | Funding Type: |
| Title of Requirement: Brief Description of Requirement: | | | |
| Contract Type: | | | |
| New Requirement Proposed Evaluation Method: | | | |
| New Requirement Proposed Vehicle: | | | |
| Modification Requirement: Contract / Order No. | | | |
| Mission Impact / Urgency (Severity of Impact and Scope/Reach of Impact): | | | |
| Reason for Package Submission after Published Cut-Off Date: <input type="text"/> | | | |
| If other: | | | |
| MP Financial RMO Concurrence (DISA ONLY): | | | |
| Name/Title: | | Signature: | |
| MP Approval: *DISA Appropriated - SES Signature / All other DISA and Non-DISA Agencies - GS-15/O6 Division Chief Signature | | | |
| Name/Title: | | Signature: | |
| DITCO Contracting Officer: | | Org Code: | Phone Number: |
| PSD/DITCO Recommendation to Approving Official: Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Risk Category: | | | |
| Package Received: Yes <input type="checkbox"/> No <input type="checkbox"/> If no, Final Package Receipt by: | | | |
| Comments/Reason for Disapproval: | | | |
| Recommended by (for DISA Appropriated requirements, PSD Branch Chief or higher): | | | |
| Signature: | | | |
| PSD Concurrence (required only for DISA Appropriated requirements): | | | |
| Signature: | | | |
| *RMC coordination required for DISA appropriated requirements submitted after published sweep date unless the MIPR has already been certified | | | |
| RMC Coordination Required (to be obtained by PSD): Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| RMC Approve <input type="checkbox"/> | RMC Disapprove <input type="checkbox"/> | Signature: | |
| DISA DV/SPE Decision for DISA Appropriated Requirements or Chief of Contracting Office (COCO) for all Others: | | | |
| Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> | | Signature: | |

--In an effort to expedite processing, Common Access Card/electronic signatures highly encouraged--